

## **GALA DUTY ROTA**

— WHAT TO DO: A GUIDE FOR PARENTS —

**Parents with competitive swimmers, can expect to be rostered for Gala Duty, either as a Team Manager or a Time Keeper.**

**Here are guidelines for the duties and the role of the Team Manager.**

- Check attendance of swimmers before the gala starts.
- Be aware of any medical needs of the swimmers.
- Liaise between both Club and Gala officials.
- Supervise Fermoys team members while poolside for the full duration of the gala, which includes warm-up and lunch time.
- Hand in Scratch Sheets to the Gala Organisers before the start of the gala.
- Collect Heat Sheets and make sure each swimmer knows their event, heat and lane.
- Ensure that each swimmer lines up for their event in a timely manner.
- Check the Result Sheets to see if swimmers have qualified for finals.
- Only the Team Manager / Club Coach is permitted to make representations to the Gala Organisers on behalf of a Club member.
- If there are any incidents at the Gala, submit a written report to the Club Committee.